

### **Sample Journal Entry in Emergency Impact Aid Account**

To track Emergency Impact Aid Program (EIAP) funds from receipt to expenditure, the recipient should create and maintain a separate account for EIAP funds and be able to document the direct expenditure of funds from this account for allowable costs, the transfer of funds from this account to an account from which allowable costs in the same amount are expensed, and the transfer of funds from this account to other funds for reimbursement of allowable pre-award costs.

An example of documentation of reimbursement of another fund would be a journal voucher (JV) entry to transfer funds from the EIAP account to the Payroll Fund account with documentation that describes the reimbursement of expense for teacher salaries on a specific payroll date from the Payroll Fund account.

JV transfer \$X from EIAP account to Payroll Fund account

JV memorandum

On official agency letterhead, dated and signed by authorized official

Purpose of JV is reimbursement of specified payroll expense by EIAP (e.g., September 30, 2005, payroll)

List of names of individual teachers and amounts paid by the specified payroll expense, adding up to the amount of the JV

Description of source documentation (e.g., time and attendance records) for specified payroll expense

This action increases the available balance in the Payroll Fund account by \$X, the amount transferred from the EIAP account.